

Local Source Water Grant: Quarterly Progress Report Form

The Local Source Water Grant Progress Report Form must be completed by grant recipients four times annually (each three month time period), beginning with the first full 3 month quarter after grant approval by the Governor & Council. Forms may be completed by subcontractors.

Grant ID# (SWP-XXX)	
Name of Project:	
Contact Person:	
Contact Phone Number:	
Organization Name and Address:	
Date Form Completed:	

Check the quarter this report represents.

☐ Jan- Mar ☐ Apr - Jun ☐ Jul - Sep ☐ Oct - Dec ☐ Extended

1. Is the project currently on schedule to be completed within the timeframe as stated in the grant agreement or amended through the Governor & Council? If not, please explain why. If extended, indicate that below.

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2. Please list the project tasks by number as identified in the approved scope of work that have been worked on or completed in the last three months and briefly describe the progress made during the quarter.

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3. Do you anticipate any changes to the scope of work or set of deliverables? If Yes, please explain.

4. Do you expect to file for an extension for this grant? All work must be completed and submitted to DES prior to the completion date noted in the G&C approved contract. If you expect to file for an extension, please notify DES at least three months in advance of your current completion date.

☐ Yes, I expect to file
for an extension

☐ No, I do not expect to
file for an extension

5. Name & Title of Person Completing Progress Report (if different from Contact Person)

6. Comments / Remarks:



**Drinking Water & Groundwater Bureau
Source Water Protection Program
P.O. Box 95
29 Hazen Drive
Concord, NH 03302-0095**

**This form will be reviewed by DES staff and placed in the grant's file.
If you have any questions regarding this form, call 271-0688.**